

Checking mandatory rights:

- Log onto the State of Connecticut, Online Employment Center at <https://jobapscloud.com/ct>
- Select the **'My Applications'** link (*in the gray box at the top of the page*)
- Enter your JobAps **User ID** and **Password** and click **Retrieve Application** (*your personal status board will launch*)
- Scroll down to the header **'Submitted and Unfinished Applications'**
- Under the **Job Title/Bulletin Number** (1st column), locate any Job Number starting with **MAND** (mandatory rights). The naming convention will be: MAND-job class code-F
- Under the **Status/Disposition** (4th column), select the link titled **View Approved Rights** where you can see the specific right you have to that job class title. If your rights have been denied, expired or made inactive, the Status/Disposition column will be Inactive Eligible for Referral.